

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 65-605

30 OCTOBER 1998



Financial Management

**ADMINISTRATION OF OVERTIME/
COMPENSATORY TIME**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AMARC/FM (L. Offerle)

Certified by: AMARC/FM (JUDY ASKENASY)

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This operating instruction implements Department of Defense (DoD) 7000.14-R, *Financial Management Regulation*, Volume 8 (Civilian Pay Policy and Procedures), Chapter 2 (Time and Attendance). This instruction describes the steps to be taken in administering overtime/compensatory time within AMARC. It applies to all AMARC personnel.

SUMMARY OF REVISIONS: This is the initial publication to formalize procedures and policies previously established.

1. APPROVAL AUTHORITY: Approval of civilian overtime/compensatory time is at the director level. In the absence of the applicable director the acting director may authorize overtime/compensatory time. If the acting director is on leave, TDY, or not available, the applicable division chief where the overtime/compensatory time will be worked will authorize AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, showing both name and title, and the reason for approval.

2. PREPARATION AND PROCESSING REQUESTS:

2.1. The overtime/compensatory time request is initiated at the lowest level. Supervisors must submit AF Form 428 and receive approval to work overtime/compensatory time **prior** to the overtime/compensatory time being worked. When unforeseen mission requirements dictate it necessary to work overtime/compensatory time without prior approval, the overtime/compensatory time request must be annotated appropriately and submitted no later than the following workday. Supervisors must not abuse this exception for unforeseen mission requirements in lieu of failing to submit AF Form 428 under normal conditions.

2.2. The preparation of AF Form 428 will include the justification, pay period, name, social security number, office symbol, hours requested, date to be worked and a cost estimate of the proposed over-

time. A separate form must be filled out for each pay period. Attachment 1 provides a sample of AF Form 428 completed for both Operations and Maintenance (O&M) and Depot Maintenance Activity Group (DMAG) personnel.

2.3. Before O&M funded overtime is approved, the O&M budget personnel will sign and date the AF Form 428 certifying funds availability/non-availability. For DMAG funded personnel, the availability of funds is implicit in the Production Work Order (PWO) but overtime/compensatory time should only be authorized to satisfy mission requirements. In all cases the signature of the DMAG budget certifying official and date will be secured on the AF Form 428.

2.4. Approving officials must follow established overtime/compensatory time authorization procedures and adequately document their overtime/compensatory time decisions on AF Form 428 (i.e., indicate whether the overtime/compensatory time is approved/disapproved and date their entry). Once approved, it is the supervisor's responsibility to ensure the overtime/compensatory time for each worker does not exceed the hours approved on the AF Form 428.

3. SUPERVISOR RESPONSIBILITIES:

3.1. An employee's officially assigned workcenter is the one annotated in the Defense Civilian Payroll System (DCPS). An employee's officially assigned workcenter supervisor is **always** responsible for accurately reporting his or her employee's time and attendance in DCPS. If an employee is loaned or borrowed to another workcenter, his or her overtime/compensatory time is incurred against his or her officially assigned workcenter, not the workcenter to which he or she has been loaned. In loans and borrows situations, it is **always** the gaining workcenter supervisor's responsibility to ensure the loaned employee has prepared and submitted an accurate daily labor ticket. Any official personnel action on an employee, using a Standard Form 52, that generates a change in the employee's officially assigned workcenter will take effect on the SF's 52, **Request for Personnel Action**, effective date. An employee's new workcenter supervisor is responsible for ensuring the change is incorporated into DCPS prior to the effective date. This can be accomplished by filling out an Air Force Form 3821, **Employee Accounting Classification - Defense Civilian Pay System - Base Level**, in a timely manner and providing it to Financial Analysis Division (FMA). It cannot be overemphasized the importance of accurate overtime/compensatory time reporting and the ramifications inaccuracy may cause on customer billings, projected future-year sales rates, and employee salaries.

3.2. AMARC Financial Services Division (FMF) will provide the directors, on a biweekly basis, a reconciliation of the differences between the overtime/compensatory time reported in DCPS and the CompassCONTRACT system. Upon receipt of this reconciliation, directors will identify and take corrective actions as necessary to resolve any differences of overtime/compensatory time being reported within their respective areas.

3.3. In order to assist supervisors in more effective managing of overtime/compensatory time with their leave requirements, and improving cost-effectiveness of the organization, the comptroller will be available to help supervisors as needed. This may include determining the effect leave usage has on the overtime/compensatory time requirement and seeking improvement in annual leave scheduling to mitigate the negative effect it has on production and subsequent overtime/compensatory time levels. The comptroller will brief the AMARC Board of Directors monthly on the status and magnitude of leave by work center being used in conjunction with overtime/compensatory time beginning October 1998. The Civilian Pay System provides biweekly leave and overtime/compensatory time data on each individual and is available in a hardcopy and database file format at the FMF office.

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OFFICIAL

JUDY ASKENASY
Comptroller

Attachment 1

AF FORM 428